

**Kamaile Academy PCS
Local Advisory Panel (LAP) Special Meeting
2017-2018 Sign-In Sheet**

	Name	8/7	9/11	10/2	11/6	12/4	1/8	2/5	3/5	3/12 Special Meeting	4/2	5/7
HC Executive Designee	Joseph Uno and/or David Gibson	xx	exc.		X dave	XX		X David	X David	David remote		
HC Governing Board Member to Represent Kamaile Academy on the Board	Kaipo Ka`awaloa	exc.	x	x	x	exc.		exc.	X	Nancy Barry remote		
LAP Chair	Christian (Pilialoa) Naho`opi`i-Hose (nominated 8/7)	x	x	X	x	x		x	X	X		
KA Principal	Anna Winslow	x	x	X	x	x		X	X	exc.		
KA Vice Principal	Paul Kepka	x	exc.	x	x	x		X	X	X		
KA Vice Principal	Eric Wyand	x	x	exc.		exc.		x	X	X		
KA Vice Principal	Natalie Zisko	x	exc.	X	x	x		X	X	X		
Certified KA teachers	Kendra Singletary	x	exc.	X	x	x		exc	X	X		
Certified KA teachers	Chase Cabana	x	x	X	x	x		x	X	X		
Certified KA teachers	Becky Lupski	x	x	x	x	x		X	X	X		
Classified KA staff	Mele Cordeiro	x	x	X	x	x		X	X	X		
Classified KA staff	Lisa Castro	x	x	exc.		x		X	X	abs.		
Classified KA staff	Yvonne Cansibog	xx	X YC	X YC	x	exc.		X	X	X		
Community Member	Maralyn Kurshals	abs.	x	abs.	x	exc.		abs	X	X		
Community Member	Vacant	exc.	abs.	abs.	abs	abs.		abs	abs.	abs.		
Community Member	Barbie Lei Burgess	x	exc.	x	abs	abs.		abs	abs.	abs.		
Family Member from	Leilani (Penny)	abs.	x	abs.	x	abs.		x	abs.	abs.		

PK-3rd Grade Cluster	Silva											
Family Member from 4th-6th Grade Cluster	Ahlan Esteban	abs.	x	abs.	abs	abs.		abs	abs.	abs.		
Family Member from 7th-12th Grade Cluster	Cecilia Zandbergen (as of 8/7)	x	x	X	x	x		x	X	X		
Student Rep	Ke Ea Hawai'i Representative Jaesha Puha	NA	x	abs.	x	abs.			abs	abs.		
Student Rep	AOSC President	NA	NA	NA	NA	NA			X	X		
Student Rep	AOSC Vice President	NA	NA	NA	NA	NA			X	X		
'Ohana Programs Coordinator- Lovelyn Ampeloquio		x	exc	exc	x	x		x	X	X		

Kamaile Academy Local Advisory Panel Special Meeting Agenda/Notes

Date: [March 12, 2018](#) Time: [4:00 pm - 5:30 pm](#)

Room: [Library](#)

LAP Mission:

LAP Norms:

- Be present - mentally & physically committed to the task
- Be clear - objectives for meeting are specific and relevant
- Be on time - stay on time, on task, and know your role
- Be practical - think deeply about school issues in a way that allows you to create a solution or action plan in the meeting
- Be visionary - do not lose sight of "Yes, and ..." mindset
- Be student-focused - deliberate use of the word "student"

Outcomes:

- *I will support Kamaile Academy - fundraising and promoting KA in our community.*
- *I will know my role and who I will be working with to achieve goal(s).*
- *I will understand the kuleana of our team.*
- *I can answer the driving question: How are we supporting KA to improve teaching and learning?*

Duration	Topic	Discussions	Outcome/Decision
	Welcome & Call to Order <i>(Christian)</i>	Time Keeper: Mele Note Taker: Kendra Process Checker: Chase Facilitator: Christian	
90 min	Action Items <i>(Christian)</i>	4:00pm-4:05pm Welcome and introductions of LAP members 4:05pm-4:30pm Open Testimony 4:30pm-5:00pm Proposals for Recommendations in writing. 5:00pm-5:15pm Voting on Recommendations 5:15pm-5:30pm Results and Next steps	Testimony: <ul style="list-style-type: none"> ● Jamie Cruz: 3 part financial plan - allocating funds appropriately PK - 12. Proposals based on empirical evidence. Long range proposal. Establish long-term partnerships. ● Kalipe Carlos: improved because of support / love of staff. Involving himself in HB projects. HS students feel upset that a comment was made that we should focus on elementary school. Reasons for coming to Kamaile - felt neglected a previous public school. KA teachers push students to excel. Feel valued and that they will receive help. How is Kamaile different: Students are encouraged to take pride in who they are. Encouraged to be themselves. Defense, exhibition. Upset about proposal to suspend 9-11th next year. ● Avi Penhollow: Submitted request to speak prior to meeting, won't be able to hit all the points. Time to put real proposals on the table. What makes KA HS different? Developing program. Best practices. Best teachers on the island. Hawaiian-focused school. Place-based curriculum has research to back it up. Purpose is to submit rec to HC. Propose what we are willing to do. Not acceptable to have meeting after meeting with quorum. Dec. 4, 2017 - support from community and recommendations for the LAP. KA has not done the necessary things to market the HS program. ● Ally Smith: emotional topic. Love for KA and love for teachers. There are misconceptions about elementary not wanting secondary. We are being

			<p>looked at now that we are in the lowest 5%. Need to get to some sort of balance. Emotion needs to come out of the solution.</p> <ul style="list-style-type: none"> ● Shar Corpuz: voted in favor of the conversion. Rec: HC board leave the cap at 50. Stop enrollment for 9th grade and all new students. ● Tierra Allen (provided to Avi): We have not done our due diligence to promote the HS. ● Brandee Puahi Reyes: I have been here since Keiki Steps. Clear point that there are people who want the secondary to be here and some who don't. Schools don't have the same ethics and expectations as other schools. <p>Proposal/Recommendations : Only entertaining proposals that are already in writing.</p> <ul style="list-style-type: none"> ● Anna Winslow, submitted March 5 LINK ● Avi Penhollow, submitted December 4 LINK ● Chase Cabana, submitted March 12 LINK ● Jamie Cruz, submitted March 12 LINK ● Shar Corpuz, submitted March 12 LINK ● Jessica Picone, submitted March 12 LINK <p>Voting:</p> <ul style="list-style-type: none"> ● YES: 5, NO: 4 <p>Next Steps:</p> <ul style="list-style-type: none"> ● MK motion to accept the voting results and forward tally sheets and recommendation to HC. MC second. ● Mele - abstain
	<p>Adjourn <i>(Christian)</i></p> <p>Agenda for next meeting</p>	<p>Future LAP meetings:</p> <p>April 2 May 7</p>	

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HC Executive Designee	Joseph Uno and/or David Gibson	xx	exc.		X dave	XX		X David	X David		
HC Governing Board Member to Represent Kamaile Academy on the Board	Kaipo Ka`awaloa	exc.	x	x	x	exc.		exc.	X		
LAP Chair	Christian (Pilialoa) Naho`opi`i-Hose (nominated 8/7)	x	x	X	x	x		x	X		
KA Principal	Anna Winslow	x	x	X	x	x		X	X		
KA Vice Principal	Paul Kepka	x	exc.	x	x	x		X	X		
KA Vice Principal	Eric Wyand	x	x	exc.		exc.		x	X		

KA Vice Principal	Natalie Zisko	x	exc.	X	x	x		X	X		
Certified KA teachers	Kendra Singletary	x	exc.	X	x	x		exc	X		
Certified KA teachers	Chase Cabana	x	x	X	x	x		x	X		
Certified KA teachers	Becky Lupski	x	x	x	x	x		X	X		
Classified KA staff	Mele Cordeiro	x	x	X	x	x		X	X		
Classified KA staff	Lisa Castro	x	x	exc.		x		X	X		
Classified KA staff	Yvonne Cansibog/ Lois Rapoza	xx	X YC	X YC	x	exc.		X	X		
Community Member	Maralyn Kurshals	abs.	x	abs.	x	exc.		abs	X		
Community Member	Kawika Nahoopii	exc.	abs.	abs.	abs	abs.		abs	abs.		
Community Member	Barbie Lei Burgess	x	exc.	x	abs	abs.		abs	abs.		
Family Member from PK-3rd Grade Cluster	Leilani (Penny) Silva	abs.	x	abs.	x	abs.		x	abs.		
Family Member from 4th-6th Grade Cluster	Ahlan Esteban	abs.	x	abs.	abs	abs.		abs	abs.		
Family Member from 7th-12th Grade Cluster	Cecilia Zandbergen (as of 8/7)	x	x	X	x	x		x	X		
Student Rep	Ke Ea Hawai'i Representative Jaesha Puha	NA	x	abs.	x	abs.			abs		
Student Rep	AOSC President	NA	NA	NA	NA	NA			X		
Student Rep	AOSC Vice President	NA	NA	NA	NA	NA			X		
'Ohana Programs Coordinator- Lovelyn Ampeloquio		x	exc	exc	x	x		x	X		

***Add Trevor and Rich from Malama Aina in next meeting's agenda**

Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: [March 5, 2018](#) Time: [4:00 pm - 5:30 pm](#)

Room: [Library](#)

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Duration	Topic	Discussions	Outcome/Decision
1 min	Welcome & Call to Order <i>(Christian)</i>	Time Keeper: Note Taker: Kendra Process Checker: Facilitator:	
88 min	Action Items <i>(Christian)</i>	<ol style="list-style-type: none"> 1. Malama Aina (Trevor and Rich): 15 minutes <ul style="list-style-type: none"> ● Provide hands-on learning ● In-class supports and mentoring ● Hawaiian culture-based STEM afterschool programs ● Most recent, 7th grade overnight Imu camping trip ● mahopeprogram@malamaaina.org - send comments, questions, interest in being a STEM mentor 2. HS Eval & Needs Assessment Continued (73 minutes) <ol style="list-style-type: none"> a. Review Surveys 	

- b. Review Data Points
 - i. [Data to Review](#)
- c. Next Steps (Recommendation(s))

Notes:

- The school is **NOT** in the red
- State per pupil is going down
- Percentage of SpEd students - secondary vs. elem
- Approximately 30 staff members completed the survey
- Pre K parents said they weren't interested in completing survey because they felt it didn't relate to them.
- Facilities - not having buildings, classrooms, etc.
 - Can we get creative? Some schools don't have buildings
- Staff members heading / leading clubs
- Cafeteria was built to be a learning environment
 - Can be used for PALS, clubs ... basically anything after 1:30PM
- DIBELS Scores: K-5
 - There is a concern that we are not servicing the students that do not have a choice of school.
- Some feel that funds going to the secondary are taking away from supports that could be utilized at the elementary level.
- Some kinder students asked what the money could be used for, if not being used for the secondary program.
- Registration: There are more elementary students coming in, than there are secondary students coming in and out.
- Research shows that the biggest impact on students is grade 2 and lower.
- We also have older students enrolling in school at 7, 8 for the first time.
- We need to look at what we do as educators.
- Purpose of the survey was to find out from the

		<p>community, staff, students, what is needed in the high school and if we can provide it.</p> <ul style="list-style-type: none"> ● We provide free breakfast, lunch, snacks, slippers, Kalo Store. ● Anna’s Option: Suspend the high school. Graduate the 11th graders next year -- No 9th, 10th, 11th. 100 7th graders next year. <p>3. Committee</p> <p>a. LAP Bylaws and Policies</p> <ul style="list-style-type: none"> ● Would like this committee to look at bylaws and policies ● Goal: review, strengthen, to conduct business smoother and more efficiently ● Email Pili if you are interested in being on this committee ● Timeline: Done by May <ul style="list-style-type: none"> ○ Committee meetings every week until LAP meeting in April ○ Bring proposals to LAP meeting in April <p>b. HS model/program research</p> <ul style="list-style-type: none"> ● Will take on the work to research / take on investigation - looking into HS models ● Will provide the LAP with models to consider and recommend to HC. ● Email Pili if you want to be a part of this committee. 	
1 min	<p>Adjourn <i>(Christian)</i></p> <p>Agenda for next meeting</p>	<p>Meetings for the Year: August 7 September 11 October 2 - Stay until 6:30pm November 6 - Stay until 6:30pm December 4 - Stay until 6:00pm January 8 February 5 March 5 April 2 May 7</p>	

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LAP Chair	Christian (Pilialoa) Naho`opi`i-Hose (nominated 8/7)	x	x	X	x	x		x			
KA Principal	Anna Winslow	x	x	X	x	x		X			

KA Vice Principal	Paul Kepka	x	exc.	x	x	x		X			
KA Vice Principal	Eric Wyand	x	x	exc.		exc.		x			
KA Vice Principal	Natalie Zisko	x	exc.	X	x	x		X			
Certified KA teachers	Kendra Singletary	x	exc.	X	x	x		exc			
Certified KA teachers	Chase Cabana	x	x	X	x	x		x			
Certified KA teachers	Becky Lupski	x	x	x	x	x		X			
Classified KA staff	Mele Cordeiro	x	x	X	x	x		X			
Classified KA staff	Lisa Castro	x	x	exc.		x		X			
Classified KA staff	Yvonne Cansibog/ Lois Rapoza	xx	X YC	X YC	x	exc.		X			
Community Member	Maralyn Kurshals	abs.	x	abs.	x	exc.		abs			
Community Member	Kawika Nahoopii	exc.	abs.	abs.	abs	abs.		abs			
Community Member	Barbie Lei Burgess	x	exc.	x	abs	abs.		abs			
Family Member from PK-3rd Grade Cluster	Leilani (Penny) Silva	abs.	x	abs.	x	abs.		x			
Family Member from 4th-6th Grade Cluster	Ahlan Esteban	abs.	x	abs.	abs	abs.		abs			
Family Member from 7th-12th Grade Cluster	Cecilia Zandbergen (as of 8/7)	x	x	X	x	x		x			
Student Rep	Ke Ea Hawai'i Representative Jaesha Puha	NA	x	abs.	x	abs.					
Student Rep	AOSC President	NA	NA	NA	NA	NA					
Student Rep	AOSC Vice President	NA	NA	NA	NA	NA					
'Ohana Programs Coordinator- Lovelyn Ampeloquio		x	exc	exc	x	x		x			

***Add Trevor and Rich from Malama Aina in next meeting's agenda**

Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: Feb. 5, 2018 Time: 4:00 pm - 5:30 pm

Room: Library

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Facilitator:

Minutes:

Time Keeper:

Process Checker:

Duration	Topic	Discussions	Outcome/Decision
2 min	Welcome & Call to Order <i>(Christian)</i>	Time Keeper: Note Taker: Process Checker: Facilitator:	
40 min	Action Items <i>(Christian)</i>	<ol style="list-style-type: none"> 1. Vote to accept Evaluation and Assessment Plan and Timeline 2. Review Questions on Surveys <ol style="list-style-type: none"> a. Student Changes grades 7-12 <ol style="list-style-type: none"> i. <u>Needs a small charter high school</u> B. Staff/ Parent Survey Changes -- Question 1: Mark all that apply-- parent, staff, community -- Discussion: re: budget 500K impact 	<p>Christian to send out the vote email by Feb 7th.</p> <p>Voting LAP members must submit a vote by Feb 9th.</p>

		<ul style="list-style-type: none"> -- <u>Consider adding a question:</u> Do you have any solutions to offer on how to make up the annual \$500,000 funding shortfall in the KA budget? -- PK grant is being funded for next school year so decision is not need to be complete this school year. -- Consider an introduction that will present the situation neutrally. People need to be well informed before they answer the survey. -- Purpose of the survey is to make sure that all stakeholders has a voice and opportunity to share mana'o. -- <ol style="list-style-type: none"> 3. Choose date (before next LAP meeting) to analyze survey data - 4. Vote Back by 2/9 5. Survey work on Feb 15 6. Survey out by 2/19 <ul style="list-style-type: none"> a. Hand b. Online c. Person to person 7. March 5 data review 	<p>Group to meet to edit survey questions and finalize on Feb 15th @ 3pm.</p> <p>Surveys sent out by Feb 19th (surveys will be printed as well as sent out electronically)</p> <p>Look at the data as a whole LAP March 5th</p>
15 min	<p>Troy from DOH re: psychosocial rehab. Bldg near WIS (Anna)</p> <p>4:30-4:45pm</p>	<ul style="list-style-type: none"> -- clinic and club house for adult ohana with mental illness and or physical disabilities -- Previous location was Kauhale Makaha (Lahilahi drive in) --Kulia I ka nu'u. - possible new location behind WIS-- 85-296 Ala Hema St. -- by Kahikolu 	
30 min	<p>ICBM Drill Planning (Anna & APs)</p>	<p>Concern: How will we sustain ourselves for 14 days in these rooms?</p> <p>Idea: Think of including on the the school supply list things that we will need in case of a ICBM Drill (ex. Gallon bag w/ medication, non-perishables (a jar of PB), photo of family, etc)</p>	

		<p>Concern: Will those bags be accessible to my child especially if this might happen during lunch or recess. Idea: Military rations? Concern: Older kids, will their items be stored in the library? Or will they need to move it over during a drill.</p>	
5 min	<p>Adjourn <i>(Christian)</i></p> <p>Agenda for next meeting</p>	<p>Meetings for the Year: August 7 September 11 October 2 - Stay until 6:30pm November 6 - Stay until 6:30pm December 4 - Stay until 6:00pm January 8 February 5 March 5 April 2 May 7</p>	

Jan. 8, 2018 Meeting Canceled Due to School Closure

Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: December 4, 2017 Time: 4:00 pm - 6:00 pm

Room: Library

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Facilitator:

Minutes:

Time Keeper:

Process Checker:
Meeting Participants:
Meeting Objectives

Duration	Topic	Discussions	Outcome/Decision
5 min	Warm Up <i>(Christian)</i>		
2 min	Welcome & Call to Order <i>(Christian)</i>	Time Keeper: Kendra Note Taker: Cabana Process Checker: Kendra Facilitator: Christian	
50 min	Action Items <i>(Christian)</i>	<ol style="list-style-type: none"> 1. Anna shares with LAP the Draft of High School Year Eight Evaluation and Assessment Plan <ol style="list-style-type: none"> a. Anna reading aloud line by line from the Draft Document b. LAP members discuss plan 2. LAP finalizes open and formal evaluation process <p>Q: Is this a step by step process when it comes to evaluating HS and exploring the options suggested earlier in this year? AW: Due to our short timeline (90 days), I think it should be all happening at the same time.</p> <p>Q: Must we stick with the current charter or are we saying we may need to change our charter? AW: Every year we should be revisiting our vision and mission. KNJ: Can we change the charter? AW: 2007 we became a charter school. One of the big reasons was KS was giving us a \$1 match for every \$4 spent by the state. If we added a 7th grade - that's more money that we have. The law has since changed. Now we have to apply for money every year - up to \$900,000 a year. If we decide to not be a Hawaiian focused charter school, we would lose that fund. The application for next school year is due Dec 14th. We will know their answer by April. KS: Just want to clarify, Kamehameha has not cut funding to Kamaile. The initial plan for the HS was not a Hawaiian focused charter school. The core of the original HS design was 21st</p>	<p>Christian to send out a doodle to LAP members so that we can schedule a meetings specifically to vote in order to accept the Evaluation and Assessment Plan.</p> <p>Focus group to be created to work on the poll questions for students & parents.</p> <p>Christian/Kendra: Someone will follow up on Kat's question regarding another student sitting in a LAP member's place in order to attain a quorum.</p>

		<p>century leadership skills so that every student was college ready so that if they'd like them to do so it was an option for them. Along the way, students who were most self-assured of themselves and their culture were the most prepared.</p> <p>JU: The vision of a PK-12 is really important. What we are doing here in regards to graduating children who are first time college attendees - we are changing community generation by generation. As important is PK program, most of the capability of learning is started in that level. I really hope we keep everyone together. I think that we have a good opportunity to continue the partnership between Kamaile and Kamehameha.</p>	
50 min	<p>Community Discussion: Additional Input <i>(Christian)</i></p>	<p>(46 community members in attendance + 13 LAP members)</p> <p>Avi & Nicole will be taking the lead on compiling data of what has already been done in order to raise enrollment numbers.</p> <p>Maria (Hilo): I think the school is really worth continuing. I've learned a lot from the last few days. Have you ever conducted an exit survey for exiting students and teachers? Anna: We have done exit surveys in the past for teachers. That's a bit more formal. Some families have said that it's too expensive to live here - they just couldn't get ahead.</p> <p>Picone: Is there a reason why the school wasn't set up to have a bigger 9th grade? Paul: When the HS first started, we were going through students would stay from PK through HS. Our DIP, didn't take into account that kids would leave. Knowing that of 8 years of having a HS, we should probably look at that now. Kendra: One year we made the 7th grade class larger, as an attempt to increase the 9th grade class size. Anna: What actually happened was that we accepted the 50 students, but then we also didn't expect a bunch of kids being retained so that made it messy.</p> <p>Manoa: Are there plans to increase the numbers? Anna: Right now we don't have any definite plans to increase the numbers. Manoa: I've heard that students wanted sports when they left, we</p> <p>Manoa: What is the purpose of the poll? Prioritization? Anna: Do we have enough people in the community to sustain a small HS? What does enough mean? Like Jessica asked, has anyone researched the different models? Maybe there is a model that</p>	

doesn't necessitate a 50 per grade level model. **Manoa:** I'm asking because I'm concerned whether or not will the type of questions be sending the correct message (i.e. will it make people feel as if the school is closing again). **Kendra:** You bring up a good question about what makes us different. That brings up

Shar: Would you consider, opening it to the community outside the school? For instance, could students/teacher/parents go to somewhere like Makeke Market to promote the existence of our school? It is much easier for a student to tell about the benefits of school peer to peer.

Shar: If we have new models being looked at, do we have to take into consideration about what we have to keep according to the WASC? **Anna:** WASC is a self-study so it's pretty open. We actually should start the self-study in next Spring. **Nicole:** I think when looking at various models, it's important to keep in mind the vision and mission of the school. Are these models going to be aligned to our current vision/mission?

Avi: There are students here and I wanted to thank them because I don't know if I would've done in HS myself. One thing I have to say is that the students here are the best marketing tool that we have. Perhaps we need to focus on what we do have and improving it and making it better. We've been doing an informal gathering of data. I think everyone here knows that the general consensus is that the majority of the community doesn't know that Kamaile's HS exists. Yes there are no plans to close the HS, but it is still an option that is on the table. We've reached over 1,500 people that they would support HS continuing. We need to be out in the community more in order to reach more people.

Lisa M: We called members in our community. 5 out of 6 of the community members we called didn't know that the HS existed. Today we did a dry run. You have to hear our kids. I made my kids come here, but now that they are older they actually understand. We have to do whatever we have to do in order to keep a place for them here. We cannot just give up on them. We have another meet & greet that we are going to do and we are going to continue to do so. Our community doesn't know about us enough - even the ones that were born & raised in Waianae. These kids will tell you straight up. This school isn't for everyone. If you want to be challenged, come to Kamaile. If

you want to be slackers, Kamaile is not for you.

Avi: Can we set up communication directly with the LAP?

Christian: Anna has set up a new email. This can be used for submitting things. WCRE@kamaile.org

Kendra: I just want to share some thoughts for the students here. One of the things I think about that you should talk to your classmates, how can we instill that sense of Kamaile pride to the younger generations. Simple things such as wearing your uniform, participating in school functions, active participation in protocols.

Kila: Just wanted to congratulate Kamaile for a fine job. Kamaile has grown over the past 7 years. It really enriches me to see that the whole school is out in their campus every morning. That feeling of a positive ohana is still here at Kamaile. I'm proud of Cedric sitting there because he is a student of Kamaile. It is hard to fund a HS. Back then, we were trying to buy another 5 acres to help our space situation. But now we have a potential 2 acres to work with. Please let us be in the same canoe as we move forward. What we need to do is plan with the administrators. Support each other. Support our parents and students.

Cedric: I just came to see how I can support Kamaile in my position. This school has impacted my life. I hear the concerns and I think one of the biggest issues is that the community doesn't know the HS exists. I would like to use my story as a Kamaile alum as a medium for marketing. Please contact me if you would like some additional feedback and support - my info is public.

Nicole: What is our relationship like with other elementary schools on the coast? I know we once had a relationship with KWON. Perhaps some community nights closer to other schools with students to present about why you may want to come here to Kamaile. Students can be ambassadors sort of. **Kendra:** Schools have community based events (i.e. Ho'ike, Ho'olaule'a) but that might be a good way to start.

Dystan: Students, you are a role model in the school. Alaka'i = the path, ignite, the highest/best. Keep standing up for what you believe in. It stays with you even outside of this meeting, off of this campus, into this community. I did not graduate

		<p>Kamaile - that reason being that it is such a small HS. I know we are talking a lot about. Whether or not you want to be a leader, you are one at Kamaile HS. People look at Kamaile similarly to the way they look at Kamehameha or Punahou. You have an awesome opportunity at a small school. Use it as an advantage to keep the students you have here to stay here. Get to know people so that you can leverage the info about them in order to get their buy in and get their support of Kamaile's HS. Get really good at talking genuinely - it could help save the HS.</p> <p>Kat: One of the options was to increase MS and decrease the HS numbers. What does the waitlist look like right now for middle school? Anna: There is no waitlist. Kat: What percentage of 7th graders come from our Kamaile 6th grade? Anna: Right now the number is at 50. There isn't a formality stopping us from making it 100. Are we showing ohana when we have to turn away our own 6th graders? No, so that's a really good option to me.</p> <p>Jenine Gomes: That's been a huge concern for the past several years at other schools all along the west coast. As a former educator, get to know the parents and students. A lot of people don't want to go to the intermediate. They can't afford to send them to private school. They aren't sure what it means to be a charter school.</p>	
5 min	School Wide Updates <i>(Anna)</i>	<ol style="list-style-type: none"> 1. Jungle Book for Kids: Dec. 7, 8, 9 @ 6:30pm AND Dec. 9 @ 3pm. 2. Secondary Exhibition Night: Dec. 14, 4:30-7:00pm (Elementary is happening in February) 3. Kindergarten Winter Performance: Dec. 15, 1-1:45pm in Kamaile Cafeteria 4. Hokule'a Visits on Dec. 18 (200 students) and Dec. 20 (100 students) 5. Winter Fest: Dec. 19, 5:30-8:00pm 	
1 min	Adjourn <i>(Christian)</i> Agenda for next meeting	ings for the Year: August 7 September 11 October 2 - Stay until 6:30pm November 6 - Stay until 6:30pm December 4 - Stay until 6:00pm	

		<p>January 8 February 5 March 5 April 2 May 7</p> <p>Agenda for 9/11: Create committees for golf fundraiser and 10th anniversary. Start planning.</p>	
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Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: Nov. 6, 2017 Time: 4:00 pm - 5:30 pm

Room: Library

LAP Mission:

LAP Norms:

- Be present - mentally & physically committed to the task
- Be clear - objectives for meeting are specific and relevant
- Be on time - stay on time, on task, and know your role
- Be practical - think deeply about school issues in a way that allows you to create a solution or action plan in t
- Be visionary - do not lose sight of "Yes, and ..." mindset
- Be student-focused - deliberate use of the word "student"

Outcomes:

- *I will support Kamaile Academy - fundraising and promoting KA in our community.*
- *I will know my role and who I will be working with to achieve goal(s).*
- *I will understand the kuleana of our team.*
- *I can answer the driving question: How are we supporting KA to improve teaching and learning?*

Duration	Topic	Discussions	Outcome/Decision
5 min	Warm Up <i>(Lap Chair: Christian)</i>	What is your contribution to the LAP? What is your take away with the LAP?	
2 min	Welcome & Call to Order <i>(Christian)</i>	Time Keeper: Yvonne Note Taker: Paul Process Checker: Yvonne Facilitator: Christian	

15 min	Action Items <i>(Christian)</i>	<ol style="list-style-type: none"> 1. Golf tournament update-Julie Pacheco <ol style="list-style-type: none"> a. March 30 9AM b. Makaha Valley Country Club c. 4 person Scramble d. 125 per player e. Donation letters and save the date are going out for both gala and golfing f. Still waiting for the contract from MVC. Contract should be done soon. g. Hoping to have 120 player / 30 team h. All can kako'o to recruit golfers i. Flyers will be shared with school community-- by this week thursday. :) 2. Gala Update- Julie Pacheco <ol style="list-style-type: none"> a. Love is on board :) b. February 10th Princess Waikiki 530- 10:00 PM c. Goal 100 people. Must have min of 100 max 175 d. \$100 per person e. 2 executive table- served from buffet- fee is \$150 more per table, staff, charter commission, BOE, Jack Johnson, John Cruz, Jake Shimabukuru, Paula Fuga f. Entertainment-- We will bring own system- halau g. Silent auction. h. Theme: 10 year anniversary i. Can we do donated art work? j. Target audience: BOD, paddlers along the way of the journey k. See action items. l. Can grade levels make art for silent auction. m. Next Gala/ Golf gathering Monday 11/13 3. Review/Reform of event committees- Christian <ol style="list-style-type: none"> a. Signs and Banners- B. Lupski b. Recruiting Golfers - P Kepka - confirmed appt. c. Sign In/Ordering - Aunty Love d. Donors-Julie P, Christian N-H, Kendra 	<ol style="list-style-type: none"> 1. Golf Tournament <ol style="list-style-type: none"> a. LAP members to su recruiting golfers. b. Fliers to be distribu (Thurs.Nov 9) 2. Gala <ol style="list-style-type: none"> a. Kendra, Shar Corpu compile list of key p b. Need to get the cor c. Generate the list of d. Create the invitatio e. Choose Honorees a
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		(ex-officio) e. Raffle - Aunty Mele and Yvonne	
15 min	Community Concerns <i>(Christian)</i>	1. None at this time.	
10 min	School Wide Updates <i>(Anna)</i>	<ul style="list-style-type: none"> ● HS evaluation and needs assessment ● Meeting 5:30 pm tonight. - community is invited- Principals, etc. ● Cancel the Dec 4th. SWOT <ul style="list-style-type: none"> ○ Agenda: <ul style="list-style-type: none"> ■ History ■ The journey up to now- budget, enrollment, facilities etc. ■ Review the SWOT analysis ■ Possibilities- moving forward 	
5 min	Adjourn <i>(Christian)</i> Agenda for next meeting	Meetings for the Year: December 4 January 8 February 5 March 5 April 2 May 7	Pot

Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: Oct. 2, 2017 Time: 4:00 pm - 5:30 pm

Room: Library

LAP Mission:

LAP Norms:

- Be present - mentally & physically committed to the task
- Be clear - objectives for meeting are specific and relevant
- Be on time - stay on time, on task, and know your role
- Be practical - think deeply about school issues in a way that allows you to create a solution or action plan in the meeting
- Be visionary - do not lose sight of "Yes, and ..." mindset
- Be student-focused - deliberate use of the word "student"

Outcomes:

- *I will support Kamaile Academy - fundraising and promoting KA in our community.*
- *I will know my role and who I will be working with to achieve goal(s).*
- *I will understand the kuleana of our team.*
- *I can answer the driving question: How are we supporting KA to improve teaching and learning?*

Duration	Topic	Discussions	Outcome/Decision
5 min	Warm Up <i>(Lap Chair: Christian)</i>	Identify a place that rejuvenates/energizes yourself. Christian: Kaneilio Cecilia: Big Island Mele: No place specific Yvonne: Shower Julie P: Gym/Ocean Natalie: Home Nicole: Home/Driving Kendra: Being in the water, ocean, river Barbie: in her room Kaipo: Some place dark and quiet Chase: Family home in Waimanalo Anna: Sunday morning bike rides	
2 min	Welcome & Call to Order <i>(Christian)</i>	Time Keeper: Kendra Singletary Note Taker: Chase Cabana Process Checker: Yvonne Facilitator: Christian	

55 min	Action Items <i>(Christian)</i>	<ol style="list-style-type: none"> 1. Share draft policy on admin/staff returning emails/calls with parents and community (visitors) and responding to unscheduled visits (30min). <ul style="list-style-type: none"> ● Not policy but draft protocol <ul style="list-style-type: none"> ○ Proposed Rationale: During the school day, our first priority is the instructional needs of our students and their safety. To honor our students, we ask that parents with non-urgent matters xxxx (schedule meeting? Get call back?). In order to ensure that parents are given sufficient undivided attention and concern from the staff member, scheduling an appointment is requested. <p>FIRST DRAFT ABOVE - CAN WORD TWEAK</p> <ul style="list-style-type: none"> ○ When visitor asks to meet with specific admin/staff and s/he not available, clerk will see if another admin is available. If none available, clerk will take message or visitor can write the purpose of the visit and clerk will deliver to specific admin/staff. Admin/staff has <u>up to 72 48</u> hours to respond. If it is a Friday, then admin/staff will respond by Monday. ○ When admin/staff receives an email or phone message, admin/staff has <u>up to 72 48</u> hours to respond (Weekend/holidays not included in counting the <u>72 48</u> hours. Ex. Friday, 9am email. Wed., 9am <ul style="list-style-type: none"> ● Feedback: Everything will be on a case by case basis. Health/Safety issues should obviously be prioritized. 48 hours is more appropriate. <ol style="list-style-type: none"> 2. Gala update and review of committees <ul style="list-style-type: none"> ● Lanikahonua responded. \$4,000 just for the grounds. ● Looking at other places to hold a gala closer to town w/ the assumption that majority of our prospective audience would be from town area ● JP met with Gibson/Upton to look at hotels and country clubs as possible venues ● Prince & Ala Moana hotels have responded. Packages 	
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		<p>need to be reviewed.</p> <ul style="list-style-type: none"> • Next golf/gala meeting is October 9th @ 10am • Christian will check Natsunoya Tea House as a venue option. <p>Golf Updates</p> <ul style="list-style-type: none"> • 120 max players • JP meeting to see if we can move up tee times • JP putting together donation templates so that it can be used for both golf & gala • Save the Date (March 30th) flyer soon to be out • We need help with finding golfers & tournament sponsors 	LAP Members: Find potential golfers & tournament sponsors. Refer them to JP if interested in sponsoring.
15 min	Community Concerns <i>(Christian)</i>	<ol style="list-style-type: none"> 1. Staggering dismissal times for different grade bands in SY18-19? Biologically speaking, there are benefits to starting late. However, staggering start/dismissal times would create potential problems with families that have sibling responsibilities. HSTA concern, 4:30pm is the hard line to have teachers working till. IEPs might have to happen in the morning. It also potentially deters from piko. General whole group reminders might be a good thing every now and then for both students and adults. 2. Later start time for secondary students for SY18-19? 3. Upperclassmen (11/12) early release paperwork? Where is it? 4. Aunty Mele: Iron plates between the Nav Center & F building. Also plates between bus stop and flag pole area? 5. Kendra: The mud puddle in the front? They came today! 	<p>Anna: Polling the parent.</p> <p>Anna: Early release paperwork for upperclassmen.</p>
10 min	School Wide Updates <i>(Anna)</i>	<ol style="list-style-type: none"> 1. Experiencing Poverty Workshop on Nov. 6, 8:30-2pm at Maili Community Learning Center (cost: bring 3 canned/non-perishable food items); 17 new teachers/counselor 2. Future LAP Agenda <ul style="list-style-type: none"> • Minimum 1 week before the meeting our LAP Agenda should be posted on Kamaile's Website • Christian will communicate with LAP members and ask for input a few days before the 1 week post of agenda. 	Anna: Give each new faculty/staff member that is going to attend the flyer so that each individual can register themselves.
5 min	Adjourn <i>(Christian)</i>	Meetings for the Year: August 7 September 11	

Agenda for next meeting	<p>October 2 - Stay until 6:30pm November 6 - Stay until 6:30pm December 4 - Stay until 7:00pm January 8 February 5 March 5 April 2 May 7</p>	
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Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: [Sept. 11, 2017](#) Time: [4:00 pm - 5:30 pm](#)

Room: [Library](#)

LAP Mission:

LAP Norms:

- Be present - mentally & physically committed to the task
- Be clear - objectives for meeting are specific and relevant
- Be on time - stay on time, on task, and know your role
- Be practical - think deeply about school issues in a way that allows you to create a solution or action plan in the meeting
- Be visionary - do not lose sight of “Yes, and ...” mindset
- Be student-focused - deliberate use of the word “student”

Outcomes:

- *I will support Kamaile Academy - fundraising and promoting KA in our community.*
- *I will know my role and who I will be working with to achieve goal(s).*
- *I will understand the kuleana of our team.*
- *I can answer the driving question: How are we supporting KA to improve teaching and learning?*

Duration	Topic	Discussions	Outcome/Decision
5 min	Warm Up <i>(Lap Chair: Christian)</i>	Share one word that describes Kamaile or how you feel about Kamaile (or a sentence with 5 or less words). 2nd home, `ohana, kuleana, Great w/ PreK, dynamic, ever changing, nurturing, supportive, fine, collaborative, friendly, `ohana, best, challenging, aloha, `ohana, stress	
2 min	Welcome &	Time Keeper: Winslow	

	Call to Order <i>(Christian)</i>	Note Taker: Cabana → Christian Process Checker: Lupski Facilitator: Christian	
55 min	Action Items <i>(Christian)</i>	<ol style="list-style-type: none"> 1. Introduce Development Coordinator- Julie Pacheco 2. Create Kamaile Policy on Administrators Setting Meetings w/ Parents and Community How do we create a policy that allows parents concerns/needs/questions to be met within a reasonable timeline? How can we have a balance between AP's other duties? CZ: Contacted other schools to find out what they do. Health & Safety always available. Form for parents to fill out so that their concerns can be documented and prioritized by either office staff or admin. Some schools designate one admin per day to not have any meetings. We should make use of the ability to scan forms that parents fill out and keep a digital copy of the form in a collective digital folder. We could also make a hard copy folder. Perhaps secondary needs a different policy compared to elementary. Can we use the SwipedOn tech that we have in the front office? Admin should make a sheet that explains levels of priority and emergency for the front office staff to follow that way everyone is aligned. We want to make sure parents remember that it is better to call and leave a message rather than emailing just one specific admin. Phone messages are checked by 6am. 3. Sign up for golf fundraiser committees Signs and Banners- B. Lupski Recruiting Golfers - P Kepka Sign In/Ordering - Aunty Love Donors-Julie P Raffle - Aunty Mele and Yvonne 4. Create committees and sign up for 10th anniversary celebration gala Christian has been unable to check in with Lanikuhonua. Haven't yet checked with Our Lady of Keau - but we decided not to go with that option due to the beverage limitations. Does anyone have connection to Aulani & Four Seasons? 	<p>Anna & Eric to create policy and bring back to the next LAP meeting.</p> <p>Maralyn will reach out to Aulani.</p> <p>Julie Pacheco will set dates for both Golf Tournament & Gala Celebration meetings</p>

15 min	Community Concerns <i>(Christian)</i>	The new gate is great, but are there accommodations for people who have disabilities. Perhaps we should move the handicap stalls to the other side of the parking lot to be closer to the one open gate.	
10 min	School Wide Updates <i>(Anna)</i>	Weekly Updates via school wide update email <ul style="list-style-type: none"> • First Coffee Hour - Title I and HS Eval./Needs Assessment <p>Strengths/Weaknesses/Opportunities/Threats (SWOT) Analysis was done. Anna to transcribe that information to large chart paper.</p> <p>Is Kamaile Academy's Secondary a sustainable model?</p>	
5 min	Adjourn <i>(Christian)</i> Agenda for next meeting	Meetings for the Year: August 7 September 11 October 2 - Stay until 6:30pm November 6 - Stay until 6:30pm December 4 - Stay until 7:00pm January 8 February 5 March 5 April 2 May 7	

Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: August 7, 2017 Time: 4:00 pm - 5:30 pm

Room: Nav Center

LAP Mission:

LAP Norms:

- Be present - mentally & physically committed to the task
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Facilitator:

Minutes:

Time Keeper:

Process Checker:

Meeting Participants:

Meeting Objectives

Duration	Topic	Discussions	Outcome/Decision
5 min	Warm Up (LAP Chair: Anna for 8/7)	Activity - Anna will explain Lots of warm & fuzzies!	
2 min	Welcome & Call to Order (Anna)	Time Keeper: Note Taker: Cabana Process Checker: Facilitator: Anna	
55 min	Action Items (Anna)	<ul style="list-style-type: none"> ● Fill LAP Chair vacancy - Pili ● Fill vacant spots on our LAP - Classified Staff Yvonne & 	Kendra to Draft an article for West

		<p>Lois, Family Member of 7th-12th Cluster Zandbergen</p> <ul style="list-style-type: none"> ● Assist w/ planning/coordinating school-wide 10th Anniversary Celebration <ul style="list-style-type: none"> ○ Fun activities for students as they come out of the cafeteria for lunch. Similar to a carnival. Keep it simple! ● Assist w/planning 10th Year Anniversary Gala (Feb.) <ul style="list-style-type: none"> ○ Venues: In the past, we were thinking about WCCHC. Now looking at Ka‘ahumana Farm & Lanikuhonua ● Assist w/ facilitating HS Evaluation and Needs Assessment <ul style="list-style-type: none"> ○ Come to all the meetings whenever possible ● Poverty Simulation for new teachers, clerks, custodians, Ho`okako`o board and staff, and maybe sister schools (Kualapu`u and Waimea) - need at least 70 people to participate to set a date (entire day preferred). 3 school supplies (not 3 individual pencils) to donate for each participant - Day cannot be 9/15 and 11/14 	Side Stories by Next Tuesday 8/15
15 min	<p>Community Concerns (Anna)</p>	<p>Cars on the road in front of the school. Dangerous especially because of the broken glass & bulky/heavy items.</p> <p>Sports affiliation with secondary. HS students can play with WHS, but not MS students with WIS.</p> <p>What happened to the 2 acres of land meant for the park next door? Joe is having a hard time getting in touch with the right government reps.</p>	<p>Kepka to talk to Charlie (Uluwehi manager)</p> <p>Kepka to talk to Rep Maile</p>
10 min	<p>School Wide Updates (Anna)</p>	<p>Weekly Updates via school wide update email</p> <ul style="list-style-type: none"> ● 	
5 min	<p>Adjourn (LAP Chair)</p> <p>Agenda for next meeting</p>	<p>Meetings for the Year: August 7 September 11 October 2 - Stay until 6:30pm November 6 - Stay until 6:30pm December 4 - Stay until 7:00pm</p>	

January 8
February 5
March 5
April 2
May 7

Agenda for 9/11: Create committees for golf fundraiser and 10th anniversary. Start planning.

Kamaile Academy Local Advisory Panel Meeting Agenda/Notes

Date: , 2017 Time: 4:00 pm - 5:30 pm

Room: Nav Center

LAP Mission:

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Facilitator:

Minutes:

Time Keeper:

Process Checker:

Meeting Participants:

Meeting Objectives

Duration	Topic	Discussions	Outcome/Decision
5 min	Warm Up <i>(Christian)</i>		
2 min	Welcome & Call to Order <i>(Christian)</i>	Time Keeper: Note Taker: Process Checker: Facilitator:	
55 min	Action Items <i>(Christian))</i>		
15 min	Community Concerns <i>(Christian)</i>		
10 min	School Wide Updates <i>(Anna)</i>		
5 min	Adjourn <i>(Christian)</i> Agenda for next meeting	Meetings for the Year: August 7 September 11 October 2 - Stay until 6:30pm November 6 - Stay until 6:30pm December 4 - Stay until 6:00pm January 8 February 5 March 5 April 2 May 7	